**SIGNPOST STOCKPORT FOR CARERS**

**APPLICATION FOR EMPLOYMENT**

**GUIDANCE NOTES**

**IT IS IMPORTANT THAT YOU READ THESE GUIDANCE NOTES BEFORE COMPLETING YOUR APPLICATION FORM.**

Completing the application form is the first stage of the selection procedure. The information provided by you on this form is the only information we use to decide whether or not to shortlist you for interview. You are therefore strongly advised to complete the application form as fully as possible.

**Please send your completed application form to: Signpost Stockport for Carers, The Heatons Centre, Thornfield Road, Heaton Moor, Stockport SK4 3LD or** [**Julia@signpostforcarers.org.uk**](mailto:Julia@signpostforcarers.org.uk) **marked PRIVATE & CONFIDENTIAL.**

**REFERENCES**

Please give details of two referees, one of which must be your current/last employer if you have one. The second referee should also be a previous employer if possible. In all cases please ensure that you use someone who knows your capabilities, can comment on your reliability and is aware of your potential.

**EMPLOYMENT HISTORY**

It is essential that all information is completed, as this gives us an understanding of the roles you have undertaken and the length of time you have spent in those roles.

**SUPPORTING INFORMATION**

This is where you make your case for the job. Please read through the person specification you have been sent. This describes the necessary skills, qualifications and experience we are looking for. Please ensure you state in which ways you match the requirements of the job, and give any relevant examples of ability, experience and qualifications. Always remember to specify your responsibilities rather than those of your section or department.

**MONITORING INFORMATION**

The details provided by you on this form are confidential but will form part of the personnel record of the successful candidate.

**Application for the post of:**

Surname:

First Name:

Home address

Post Code:

Day Telephone

Email address

Do you have use of a car?

Please state where you learned of this vacancy:

**Eligibility to work in the UK:**

Current legislation means that it is a criminal offence to employ a person who is subject to immigration control, unless they have documentary proof showing an entitlement to work in the UK. If selected for interview you will be asked to provide proof of your work entitlements.

Do you have an entitlement to work in the UK? Yes / No  **(please delete as necessary)**

**Disability:**

The Disability Discrimination Act defines disability as “a physical or mental impairment which has a substantial and long-term adverse effect on a person’s ability to carry out normal day-to-day activities’

Do you consider yourself to be disabled? Yes / No  **(please delete as necessary)**

If you are successfully appointed, every effort will be made to supply aids and equipment where necessary to enable you to carry out the full duties of the job.

**EDUCATION AND TRAINING**

**Other relevant training or courses attended**

**Professional Qualifications**

**EMPLOYMENT HISTORY**

Please give details of your present or most recent employment

Please give details of your employment history (starting with most recent)

**SUPPORTING INFORMATION**

Please include here any previous experience or relevant information which you think

may be of assistance to us in assessing your application for this post.

**Please refer to the job description and person specification of this post, referencing how you meet the essential and desirable criteria.**

Continue on a separate sheet if necessary.

**REFERENCES**

**Reference 1**

Name

Address

Email

Tel No:

Relationship to you:

**Reference 2**

Name

Address

Email

Tel No:

Relationship to you:

References may be taken up prior to interview and without further communication with

you. If this is likely to cause problems with your present employer, please tick the box and give a third name & address which should be connected with your past employment.

Name

Address

Postcode

Tel No:

Relationship to you:

**REHABILITATION OF OFFENDERS ACT**

**THE POST MAY REQUIRE CLEARANCE WITH THE DISCLOSURE & BARRING SERVICE (DBS).**

The Rehabilitation of Offenders Act (Exemptions) Order 1975 applies to this post.

**PLEASE NOTE: - A signature is required even if you have nothing to declare**

This means that you must disclose all criminal convictions (including those defined as spent under the Rehabilitation of Offenders Act), cautions, reprimands, final warnings, motor offences and any other information that may have a bearing on your suitability for the post, such as if your suitability to work with children or vulnerable adults has ever been questioned.

Failure to disclose any convictions / reprimands / cautions / final warnings or any other relevant information may disqualify you from employment or result in your later dismissal.

Nature of convictions / reprimands / cautions / final warnings / other relevant information

Do you have any outstanding cases waiting to be heard Yes / No? (**please delete as necessary)**

**If ‘YES’ please provide details:**

**NAME:**

**SIGNATURE:**

**DATE:**

**DECLARATION**

I confirm that I am not subject to any immigration controls or restrictions which prohibit my working in the UK. I confirm that to the best of my knowledge the information supplied by me in this application is complete and correct. I understand that any false information, any relevant omission or misleading statements may disqualify me from employment or result in my dismissal.

Signed:

**Please send your completed application form to: Signpost Stockport for Carers, The Heatons Centre, Thornfield Road, Heaton Moor, Stockport SK4 3LD or** [**Julia@signpostforcarers.org.uk**](mailto:Julia@signpostforcarers.org.uk) **marked PRIVATE & CONFIDENTIAL.**